

BOARD OF SELECTMEN

January 24, 2012

Minutes

The Board of Selectmen met on Tuesday, January 24, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, Peter Scavongelli, John Gorecki, John D. Williams and Timothy F. Hult. Town Administrator Timothy D. Goddard was also present.

Town Administrator Report

Mr. Goddard presented Change Orders #009 and #010 with H.V. Collins Co., Inc., the general contractors for the Carlisle School Building project. He said the change orders have been recommended by the School Building Committee and will cover small changes that have been made to the scope of the overall project including a revised fire alarm system for \$59,473.00.

Mr. Hult asked if these changes would be included in the reimbursement. Mr. Goddard said he would ask Finance Director Larry Barton this question.

On a motion made by Mr. Williams and seconded by Mr. Hult, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, the Board approves the amended contract with H.V. Collins Co., Inc. in the amount of \$33,369.00 as specified in the attached Change Order #009 and prepared by HMFH Architects.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, the Board approves the amended contract with H.V. Collins Co., Inc. in the amount of \$59,473.00 as specified in the attached Change Order #010 and prepared by HMFH Architects.

Mr. Goddard said there was also a change order for the Highland Building project, #05, in the amount of \$1,978.23 with K & S Builders, Inc. He said this amount is for the removal of a concrete slab and additional trim repair.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the Highland Stabilization Committee, the Board approves the amended contract with K&S Builders, Inc. in the amount of \$1,978.23 as specified in the attached Change Order #05 and prepared by Menders, Torrey & Spencer Architects.

Mr. Goddard said the Town Clerk asked if the Board would announce the availability of absentee ballots for the March 6th Presidential Primary. It was stated that the deadline for voter registration is Wednesday, February 15th, at 8:00 p.m.

Mr. Goddard informed the Board that he is in receipt of a letter from Attorney Paul Alphen who is representing Wilkins Hill Realty, LLC, the developer and owner of Hanover Hills. Mr. Goddard said the developer is requesting that the Board of Selectmen lay-out and accept Hanover and Johnson Roads as public ways at the Annual Town Meeting. Mr. Goddard said he shared this information with the Planning Board Administrator and the Chairman of the Planning Board is present to speak about the process.

David Freedman said Mr. Goddard discussed this information with the Planning Administrator today. He said he was surprised to hear about this because at this point, the subdivision has not been signed off and released by the Planning Board. David said usually after the sub-division has been built-out and completed and it would be reviewed by an engineer and a final as-built would be done. He said then it is signed off by the Planning Board. David said after that, it is brought to the Selectmen to be made a public way.

David noted that there are 34 lots and only five have been sold. David said the as-built plans that have been given to the Town Administrator have not been reviewed by the Town's consulting engineer.

Mr. Stevenson asked David if he was sure the inspections by the engineer could not be done prior to the Annual Town Meeting in May. David said he was not sure because the last time the engineer was out at the Hanover Hill Development was ten months ago. He said the question is, even if the inspections have been done, whether it makes sense for the Selectmen to indicate their intention to layout the roads when there are 27 unsold lots. He pointed out that once you start that process and accept the roads, the Town is responsible for all drainage facilities, road surfaces and he added there will be many construction vehicles coming through that development.

Mr. Hult asked if there was a material issue here, such as a cost to the residents. David said the residents on these two roads do not have postal delivery, school bus service or town snow plowing.

Mr. Stevenson said that the developer needs to have a conversation with the Planning Board first to work out a process. Mr. Hult said he agreed. Mr. Goddard said he will contact the developer to give him this message. David added that in regard to public and private ways, the Planning Board has been working on a memo for the Selectmen that would clarify what the process is for the acceptance of ways. He said they have already arranged a conference call with Town Council to review the document to make sure that Town Council agrees.

(In regard to change orders for the School Project, Larry Barton reported that they maybe reimbursed. He said it will be determined at the end of the project.)

Council on Aging – Long Range Plan

Debbie Siriani, Director of the Council on Aging was present. She said a few months ago the Finance Committee asked the Council on Aging to present a long range plan. She said they have prepared a three year budget. Debbie said the COA's Long Range Plan Committee met with David Verrill from the FinCom. In that time they came-up with a five-pronged plan to meet the needs of seniors in Carlisle for the coming years. The five highlights were: 1.) promote health and wellness of seniors (50 and up). Debbie said 21% of the population in Carlisle is 60 and over and in the next 4 years it will be 31%, 2) provide more regular access to transportation for services, 3.) improve advocacy on informing and educating seniors on important issues, 4.) improve advocacy on housing for seniors, and 5.) rent a space for seniors to meet.

Debbie said some of the things that brought the idea of renting a space for seniors to meet to a forefront were the luncheons at the Sleeper Room at Village Court and meetings at the FRS where there was no parking for the seniors. However, Debbie said, the Council on Aging believes they need another year before they can do anything about a Senior Center. Therefore the COA has decided to take the \$20,000 out of their requested Budget.

Mr. Stevenson said the members of this Board and the community as a whole take seriously our responsibility to help provide reasonable services to the seniors in this community. In regard to space, Mr. Stevenson suggested that they look at the spaces that we currently have.

Mr. Hult said once the School parking lot is freed-up the parking around the Church will improve. He added that we should use as much as we have, however the Senior community has been extremely supportive of the School projects and it behooves us to listen to them.

Mr. Bert Williams from Maple Street spoke to the Board. He said the COA is Carlisle's Senior's Social Service Agency. He pointed out that millions are spent for the school system and seniors vote to support that. Bert said that less than one-half of one percent of Carlisle's budget is allocated to the COA budget. Bert said the COA provides services almost too numerous to mention. They have exercise, cultural programs, transportation, counseling, adult clinics, etc. They also arrange transportation for seniors to medical appointments. Bert added that all of this is done out of a cramped office in the Town Hall, unlike other communities that Carlisle compares itself to where the COA owns much of its space.

Bert said he has a dream, and that is that Carlisle needs a Senior center. He said he would like to raise \$3million privately, build the center on land near the center of Town, and staff the Center with Council on Aging staff, thus freeing-up needed space in Town Hall. Bert said no tax dollars would be used; however there would be some money needed for ongoing costs, staff and maintenance. He said looking back 10 years from now, this building will be looked upon as a great addition to the Town's infrastructure and a bargain for the price.

Liz Bishop, Chairman of the Council on Aging asked the Board for authorization to hire a new transportation coordinator. Liz spoke about why they had chosen, Deborah Farrell for this position and she reiterated several times that Deborah was the best person for this job.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to authorize the appointment of Ms Deborah Farrell to be the Council on Aging Transportation Coordinator.

Joint meeting of Selectmen/Finance Committee

Finance Committee members Jerry Lerman, Kevin Perkins and David Guarino were present to discuss the FY13 Budget Guideline. Jerry briefly spoke about the numbers that they used to come-up with the Guideline Budget. He said the FinCom assumed a new growth figure of \$15million. With that number and with the proposition 2½ increments the property tax levy is up 3.9%. He said they assumed an 8% reduction in State Aid. The affect of that he said is a 1.35% increase in total revenue. The total revenue number the Finance Committee started with is \$24,693,650. He said essentially for each department they used their appropriation for FY12 and added increments for a 2% cost of living increase for department employees plus any other changes due to contractual employee increases. He said they basically made three adjustments. The Library got a 2.9% increase. The School got a 2.5% increase for contractual costs, transportation costs and special education. He said ConsCom has had a problem with their revolving fund, and therefore they made the revolving fund go away. He said now the fees that they collect will go into the general fund and their budget was increased to represent the actual costs that they incur to run that department.

Jerry said they have met with some of the Departments to discuss their budgets. He said last night they met with the Library and the Regional High School. Jerry explained that because our assessment ratio has gone down significantly and because the Reg. School Committee has put together a budget that has a very modest increase in cost, the actual assessment number that we had is substantially lower than last year. However Concord's number is substantially higher than last year. As a result of that the Concord Finance Committee has proposed a guideline budget for their share of the costs of the High School that is lower than the request of the Reg. School Committee. Jerry said as a starting point the FinCom decided that our Guideline Budget would match theirs so that the two Towns would be in agreement. The difference for Carlisle is about \$24,000.00.

Jerry said Minuteman Regional School Committee gave us their assessment which was higher than expected. It was \$186,000.00 as opposed to \$121,000.00 last year. He said we now have seven students attending the school instead of 5 and their operating costs went up about 5%.

Mr. Stevenson asked about the 8% reduction on state aid and how we are dealing with that. Jerry said that is an estimate. He said the FinCom picked a conservative number. Mr. Hult said at the last meeting with Rep. Atkins, she suggested choosing a number between 5 and 8%.

Mr. Stevenson asked about the Board of Health's increase. Jerry said this was for the Septic System grant program that needed assistance.

In response to Mr. Stevenson regarding our capital expenses, David Guarino said the Long Term Capital Requirements Committee is meeting upstairs now.

The Finance Committee will meet with the Selectmen again on February 24th.

Insurance Advisory Committee – Recommendation re:

Group Health Plan Design Changes/Mitigation

Mr. Goddard said the IAC met again last week and drafted the Mitigation Proposal that is being presented tonight. He said he and Larry Barton looked at how other communities had structured their mitigation

proposal. He said they found an approach that seems to be fair and equitable and meets the spirit of the new legislation which is to reserve 25% of the first year's savings for those employees, retirees, low-income subscribers and subscribers with high out-of-pocket health care costs, who would otherwise be disproportionately affected.

Mr. Goddard said the estimated savings to the Town for the first year is approximately \$110,000.

Mr. Goddard explained how the plan would work. The Town will establish and maintain a Health Reimbursement Account. The individual Plan Subscribers will have \$200.00 deposited in their account on June 1, 2012 and the Family Plan Subscriber will receive \$500.00. Mr. Goddard said this is a three year plan that gradually goes away in the fourth year. He added that if the funds were not used year after year they could be rolled over. Also if there is any money left in the fund at the end of three years, it will be refunded to the subscriber. It was noted that any money that comes back to the subscriber will be taxable.

Mr. Goddard said they think this is a fair way to deal with our employees and it has been endorsed by the IAC. He said representatives from our Unions have been monitoring the process. It seems that there has been universal acceptance of this as a model.

In reply to Mr. Hult, Larry said the money in the subscribers fund can be used for anything out-of-pocket, except for the premium.

Larry said we have about 89 employees using the insurance. He said as we talked about premiums it was acknowledged that some of employees would save about \$1,000 a year out of their paycheck. He did not think most of the employees would reach the maximum of the out of pocket expenses.

In reply to Mr. Stevenson, Mr. Goddard said the Board does not have to vote on this tonight. He said the Board could take this under advisement until their meeting on February 14th, which would allow enough time for two members from the Board and two members from the IAC to meet with the collective bargaining units in town and come up with an agreement.

On a motion made by Mr. Hult and seconded by Mr. Williams, it was unanimously **VOTED** to authorize Tim Hult and John Williams to attempt to enter into an informal agreement with the three employee unions relating to the Healthcare Mitigation Plan proposal based on the plan that was submitted to us (Board of Selectmen) dated January 17, 2012.

Proposed amendments to Personnel Policies – 2nd Reading/Approval

Mr. Goddard said after a discussion at the Department Heads meeting this afternoon regarding these changes, it was clear that some Department Heads had not seen them yet. He said he would like to post the proposed changes on the bulletin board and present them for approval at the Board's next meeting.

New Business

Mr. Hult said he read in the paper this past week that Alan Lehotsky said at an Affordable Housing Committee meeting that it was his intent to put forward a proposal specifically related to the Paige Elliot Reserve Project to attempt to interact with the Conservation Preservation Committee to introduce a condition where they consider a land-swap from other conservation land to be included such that other land is put aside to be potentially used for affordable housing. He said Alan added that this process might be an idea that might be used for all future conservation restrictions. Mr. Hult said he communicated to Alan that in regard to the Paige Elliot Reserve, it is both impractical and not the right thing to do. He said they are fairly far along with a set of delicate negotiations with the land owners, an outside trust, Carlisle Conservation Foundation and a lot of donors related to this complex agreement to this particular land. He said to introduce another restriction at this stage could have significant impact on this project. He encouraged Alan to withdraw his intent to do that. Mr. Hult said he believes this is a highly valuable project to the Town. He hoped the Board agreed with him that it is our intent to go forward with the project as it has been outlined and that we do not support an additional project through the Community Preservation Committee. The Board agreed with Mr. Hult on this matter.

Mr. Stevenson said there was a memo from the Planning Board relative to the guest house ruling by the Zoning Board of Appeals. He said the Planning Board will not be going to the Superior Court to challenge that ruling by the ZBA. Mr. Stevenson said from the text of the memo there seems to be some desire to take a look at the zoning bylaws and define what a guest house is. Mr. Hult said he would be willing to work on this issue with Mr. Gorecki as liaisons to the land use Boards.

Liaison Reports

Mr. Williams said the Banta Davis Task Force will be meeting on Thursday, January 26th. He said in the Charter for the Banta Davis Task Force there was a provision for them to use Town Counsel. Mr. Goddard has spoken with Town Counsel and was informed that legal fees for the Banta Davis Task Force will not be covered under the retainer. Mr. Williams said what they are proposing is to ask Town Counsel to attend their next meeting and to provide them with an estimate as to how much they would charge for the work the committee is requiring. Mr. Williams also said they would need some professional consulting, which he thought could be paid for through the Affordable Housing Trust. Mr. Hult asked if both the legal fees and the consulting fees could be paid through the Affordable Housing Trust. These items will be looked into.

Mr. Williams said he and Larry Barton will begin to prepare a brief presentation on OPEB at the Annual Town Meeting.

Mr. Gorecki said at the Financial Management Team meeting this morning it was reported that FEMA will reimburse the Town for some costs relative to the Halloween snow storm. He said there was a discussion about the need for technology upgrades in Town Hall.

Mr. Scavongelli said the Highland Building Stabilization Committee continues to meet regularly. He said they met last Thursday with the Historical Society and the Gleason Library for the purpose of using the Highland Building for storage and display of historic artifact. The next meeting is Saturday, Jan. 28th at 8:30 a.m., again with these two groups.

Resignations

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to accept the resignation of Debra Kimbrell-Anderson from the Conservation Commission with gratitude.

Executive Session

At 9:30 p.m. a motion was made by Mr. Williams to enter into Executive Session pursuant to MGL Ch.30A, §21(a) (3) to discuss litigation strategy as discussing the matter in open session would have a detrimental effect on the Town's litigating position not to return to open session. The motion was seconded by Mr. Scavongelli and the following roll call vote was taken: Stevenson – aye; Scavongelli – aye; Gorecki – aye; Williams – aye; and, Hult – aye.

Respectfully submitted by Margaret Arena